
Status:	Active Policy
Effective Date:	July 1, 2006 through June 30, 2008
Revised Date:	June 15, 2006
Approved By:	J. Stephen Fletcher, CIO
Authority:	<i>Utah Administrative Code R477-10-5; IRS Code, Section 127</i>

12.1 PURPOSE

This policy provides employees of the Department of Technology Services (DTS) with an educational assistance program that benefits the State through improved employee performance and increased career potential.

12.1.1 Background

DTS recognizes the value of educational experiences and encourages employees to continue career and personal development through education. Employees are encouraged to improve or enhance knowledge, skills, and abilities related to their assigned job responsibilities.

12.1.2 Scope

This policy applies to all employees within DTS.

12.1.3 Exceptions

None

12.2 DEFINITIONS

Agency

An administrative unit of state government within the Executive Branch which is directed by an executive director, an elected official or commissioner. For the purpose of this policy "Agency" does not include the Department of Technology Services.

Department

The Department of Technology Services.

12.3 POLICY

DTS may assist employees in their educational pursuits in accordance with Human Resource Management Rule R477-10-5. Educational assistance is not a right. Approval is dependent upon management's decision to improve an employee's job skills. The level of assistance provided to an Agency Services employee may also be dependent on approval from the Agency responsible for education reimbursement costs.

12.3.1 GUIDELINES

The following guidelines apply:

- 12.3.1.1 Career service employees (non-probationary) and career exempt employees in Schedule AD, AR, AS, or AT who have a successful or higher rating in the most recent performance evaluation and have been employed by the State of Utah for a minimum of six months are eligible for educational assistance.
- 12.3.1.2 Approval from the Executive Director or designee must be received prior to enrolling in a course or program for which reimbursement is sought.
- 12.3.1.3 In addition to the requirements set forth in paragraph 12.3.1.2 Agency Services employees must receive approval from the Agency Budget Officer or designee prior to enrolling in a course or program for which reimbursement is sought.
- 12.3.1.4 To qualify for educational assistance, the employee's course or program must be shown to be of value to the Department. DTS does not reimburse for courses required to gain a degree which do not meet this criteria. Each course will be reviewed individually, and the Executive Director, or a designee, shall make final decisions regarding the value to the Department.
- 12.3.1.5 An employee participating in an educational program for which educational assistance has been approved will receive reimbursement up to 100% of the cost of tuition and fees for each course. The maximum assistance allowable in any one calendar year shall not exceed \$5,250 unless approved by the Executive Director. The employee shall disclose all sources of funding received for the educational program. Reimbursement will be made only for that portion of tuition and fees that is not reimbursed by other sources (i.e., scholarships, grants, etc.).
- 12.3.1.6 When DTS requires an employee to participate in an educational program, the Department will pay the full cost of the program, less any funds received from other sources. The time involved in class participation and preparation shall be included as hours worked in the State time and attendance system.
- 12.3.1.7 Flex time may be granted to the employee if a class is taught only during times when the employee is scheduled to work. If flex time is allowed, that privilege may be used as the exclusive form of educational assistance, or it may be used in combination with reimbursement for tuition and fees. Whenever possible, an employee should attend classes during non-working hours.

- 12.3.1.8 An employee shall be reimbursed upon evidence of successful completion of the course and a receipt showing the amount paid for tuition and fees. Successful completion is considered to be attainment of a grade of "C" or better, or a "Pass" in a pass/fail system. Copies of the grade transcript, approved contract, and receipt for fees paid shall accompany each reimbursement request.
- 12.3.1.9 An employee who voluntarily terminates from the State system within one year after completing any portion of reimbursed non-required education shall reimburse the State on a pro-rated basis. An employee transferring to other State agencies is not required to reimburse educational assistance benefits. An employee must be employed by the Department at the time they successfully complete the course to be eligible for reimbursement.
- 12.3.1.10 No portion of the tuition or fees will be paid if an employee withdraws or fails to successfully complete a course taken under this program. The employee shall notify the Supervisor in writing within one month of withdrawal or failure to successfully complete a course.
- 12.3.1.11 The employee's Supervisor shall record all course work successfully completed in the employee's personnel file.

12.4 PROCEDURE

- 12.4.1 An employee shall complete the Educational Assistance Contract Form and submit it to his or her immediate Supervisor prior to beginning the course work. Requests for Agency Services employees shall be routed to the Field Office Director for review and budget approval.
- 12.4.1.1 The Field Office Director shall forward requests to the Agency Budget Officer for review and budget approval. Once approved the Field Office Director shall return the request to the employee's supervisor.
- 12.4.2 The Supervisor shall forward the request to the DTS Office of Human Resource Management for review and to be routed for Department budget approval.
- 12.4.3 Upon budget approval, the request shall be forwarded to the Executive Director or a designee for approval.
- 12.4.4 Reimbursement requests consisting of the following paperwork shall be submitted to the DTS Payroll Coordinator within 60 days of completion of the course:
- The completed Educational Assistance Contract, including all signatures.
 - A completed Division of Finance Form FI-48.

- An official receipt showing that the employee paid for the tuition and fees for the course.
- A report card or transcript of grades showing that the employee successfully completed the course with a passing grade of “C” or better.

12.4.5 If an employee voluntarily terminates within one year after receiving educational assistance for non-required education, the employee shall reimburse to the State a prorated amount of the assistance received. The prorated amount is calculated by dividing the amount of the educational assistance received by the number of months worked for the Department after successfully completing the course.

APPENDIX A: SAMPLE FORM

The following form is for demonstration purposes only. Contact the Department Human Resources Technician for a current version.

DOCUMENT HISTORY

Originator:	Larene Wyss, DTS HR
Next Review:	May 15, 2008
Reviewed Date:	June 15, 2006
Reviewed By:	Larene Wyss, DTS HR

DEPARTMENT OF TECHNOLOGY SERVICES EDUCATIONAL ASSISTANCE CONTRACT

A CONTRACT made and entered into between the Department of Technology Services, hereinafter referred to as "Department", and _____, hereinafter called "Employee"
Employee Name

Whereas, the Employee requests assistance from the Department Educational Assistance Program, the Employee and the Department agree that the Department will pay tuition and fees as described in paragraph 3a below for the following course(s):

Course Title/Number	School	Semester/Quarter	Total Cost

Now therefore, it is agreed by and on behalf of the parties hereto as follows:

1. All covenants and agreements herein contained shall be binding upon all parties hereto.
2. This contract may be terminated by either party by submitting a termination request in writing. Termination requests will not be entertained after reimbursement has been made for the above-identified courses.
3. The Department certifies that:
 - a. It will pay the Employee \$_____, which is _____% of the tuition and fees for the above identified and agreed upon course(s). No payment will be made without an official receipt for the expenses for which reimbursement is being sought and documented proof of passing grades as defined in department policy.
 - b. The above identified and agreed upon course(s) will result in benefit to the Employee and the Department.
 - c. The education assistance to be authorized for the above identified and agreed upon course(s) for this Employee has not exceeded the parameters established by DHRM Rule R477-10-5
4. The Employee, by signing this contract, agrees to the following:

- a. The Employee will make every effort toward successful completion of the course(s) identified and agreed to above.
- b. The Employee will remain in the employment of the state for at least 12 months following completion of the above course(s) or refund the amount contributed by the state. The State of Utah will take action to recover any amount owed to the state.
- c. The Employee acknowledges responsibility for payment of any taxes assessed for educational assistance that is considered a taxable benefit.

IN WITNESS WHEREOF, the Department and the Employee have caused these presents to be signed by their proper officials thereunto duly authorized.

EMPLOYEE

Date

IMMEDIATE SUPERVISOR

Date

FIELD OFFICE DIRECTOR (IF REQUIRED)

Date

AGENCY BUDGET OFFICER (IF REQUIRED)

Date

DTS BUDGET OFFICER

Date

DTS EXECUTIVE DIRECTOR or DESIGNEE

Date